

# The Secret of My (Job) Success!

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**Y**ou've landed that new job. Now what? Keeping the job, moving up, and earning more pay requires even more skills!

Perhaps the two most important secrets of on-the-job success are as follows:

- Do your best.
- Then, do a little bit more.

Part of doing your best is to show your good “work ethic.” Just remember, the world doesn’t owe you a living and neither does your employer! Be on time. Take appropriate breaks and lunch. Give your boss value for his “buck.” Meet your deadlines. Don’t immediately ask for time off.

These suggestions may seem simple to you, but many workers stall their

careers and even lose their jobs by being poor workers. Finally, if you want to stand out in the workforce crowd, go the extra mile.

Here are some other tips to help you “be all that you can be” on the job:

- Take advantage of your performance reviews. Don’t be defensive. Learn from them. Ask how you can improve.
- Be a team player. Don’t “back stab,” try to take all the glory, or intimidate other workers.
- Keep your sense of humor.
- Ask for help when you need it.
- If you make a mistake, let your supervisor know immediately. Find out how you can fix it.

- Follow the proper chain of command. Don’t try and by-pass your supervisor.
- Be friendly.
- Observe the dress of coworkers and/or your supervisor. Dress in an appropriate manner.
- Keep your emotions under control.
- Show appreciation—especially to your coworkers and supervisor.
- Volunteer for projects and committees if your work is completed and your supervisor approves.
- Be willing to learn new skills.
- Keep your personal life and problems at home. ☹



*For more information:*

- <http://careerplanning.about.com/cs/jobsuccess/index.htm>
- <http://careerplanning.about.com/library/weekly/aa011800a.htm>
- [http://www.jobweb.com/Resources/Library/Workplace\\_Culture/Build\\_for\\_the\\_Future\\_198\\_01.htm](http://www.jobweb.com/Resources/Library/Workplace_Culture/Build_for_the_Future_198_01.htm)
- [http://www.jobweb.com/Resources/Library/Workplace\\_Culture/Communicating\\_in\\_the\\_12\\_01.htm](http://www.jobweb.com/Resources/Library/Workplace_Culture/Communicating_in_the_12_01.htm)
- <http://www.careerknowhow.com/advancement/strengths.htm>
- <http://career-advice.monster.com/in-the-office/careers.aspx>

